



SFA Human Resources Weekly Status

For Week Ending July 28, 2000

Accomplishments:

- ☐ Facilitated working session with Schools GM and Leadership Team to review competency concept, Professional and Managerial competencies, and define the unit's unique Functional Competencies
- ☐ Facilitated working session with Students Leadership Team to review competency concept, Professional and Managerial competencies, and define the unit's unique Functional Competencies
- ☐ Facilitated working session with SFA University Director to review competency concept, Professional and Managerial competencies, and define the unit's unique Functional Competencies
- ☐ Initiated draft of HR Administration Manager PD and KSA
- ☐ Researched performance management systems options
- ☐ Initiated research identifying and analyzing grade consistency in the Office Assistant position
- ☐ Discussed Calvin's objectives for HRG Working Session
- ☐ Initiated preparing materials/approach for HRG Working Session
- ☐ Scheduled brainstorming session for Thursday, August 3, 2000 at 2:00 to review approach for HRG Working Session
- ☐ Compiled working session materials for submission in Deliverable 30.1.2a due August 1, 2000
- ☐ Drafted Monthly Implementation Report for submission in Deliverable 30.1.6a due August 1, 2000
- ☐ Submitted updated version of SFA HR OM Package to Calvin and John for review/feedback

Next Steps:

- ☐ Prepare for brainstorming session with HR Team to review workshop materials/approach for discussion with HRG on impact of new SFA HR organization
- ☐ Continue drafting PDs/KSAs for positions
- ☐ Conduct working sessions with GMs/Directors in SFA Channel and Organization Units to define unique functional competencies
- ☐ Receive and incorporate feedback from Channels/Units regarding competencies
- ☐ Design a Competency Catalog to centralize all professional, managerial and functional competencies
- ☐ Review performance management system information compiled
- ☐ Initiate research on HR action plans/strategy
- ☐ Incorporate feedback from Calvin, John and other stakeholders into the SFA HR OM Package